



Job Opportunity

State Controller's Office

Position: Office Assistant (General) (2 Positions)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: July 19, 2000

Final Filing Date: Until Filled

Contact/Telephone:
Ron Muth, 916-322-8106

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1441-702
051-220-1441-710

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direct supervision of the unit manager, Staff Services Manager I, the incumbents will perform a variety of clerical functions within the Administrative Support Unit.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Prepare and process personnel and attendance documentation for the division;
- Schedule division staff for training classes;
- Prepare weekly, monthly, and quarterly reports as directed;
- Provide back-up support for front desk reception;
- Sort and deliver mail;
- Maintain section files and reference materials;
- Provide data-entry support for division billing functions;
- Serve as division liaison with SCO's Personnel Office on personnel, attendance, and payroll-related issues.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall

Sacramento, CA 95823

Attn: Ron Muth